

PHILIP MORRIS U.S.A.  
INTER-OFFICE CORRESPONDENCE  
RICHMOND, VIRGINIA

To: C. C. Purcell  
From: L. M. Cummings  
Subject: PREPARATION FOR DOCUMENT COLLECTION

Date: November 9, 1993

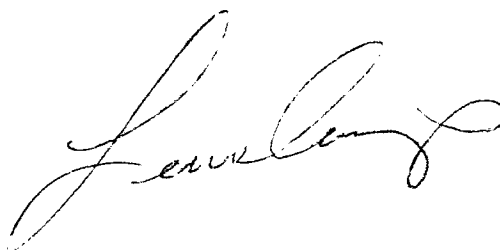
As you requested, you will find enclosed the following information concerning the document collection for pending smoking and health litigation:

1. List of all departments we support by major function.
2. List of the Records Coordinators in each department.
3. Alpha list of all categories on Versatile, the Records Management Inventory System.
4. Retrieval Procedures for inactive records in storage.
5. Retention Schedules of the departments which could have records responsive to this pending litigation.

If you need further assistance, please do not hesitate to contact me.

Enclosures: Addressee Only

c: D. F. Keane, Esq.  
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FILE: C0641



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